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30 JAN 1964

MEMORANDUM FOR: Chiefs, OSA Branches, Divisions and Staffs
SUBJECT : OSA Budget Planning

1. Attached is a planning schedule which is applicable to all operational activities and allied supporting budget considerations involving OSA forecasts. Of immediate interest is the Fiscal Year 1965 Operating Budget schedule. Estimates of the Fiscal Year 1965 budget have been submitted earlier. These estimates now should be revised to conform to current requirements and placed on a budget form, a sample of which is attached, also.

2. As requested during the OSA staff meeting on 24 January 1964, the operational concepts providing the background requirements are being reviewed and revised, as necessary. They will be ready for distribution by 20 February 1964.

3. Based upon these concepts of operations and the budget program allotted by the Director, National Reconnaissance Office, the OSA operating budget will be revised and consolidated. All branches, divisions, and staffs should submit their portion of the Fiscal Year 1965 Operating Budget to the Support Division, Budget and Finance Branch by 10 March 1964. A copy should be provided to the Programs Staff as assistance in planning and coordination.

4. Attention to changes in scope and direction of project work, plus the addition of new work, which has become desirable because of new requirements or changes in feasibility, must be a part of the budget review. Contractor-provided data and schedules for current, as well as new, projects should be an integral part of the budget and keyed appropriately for easy reference.

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Attachments 2

1. Planning Schedule
2. Budget Form

JACK C. LEDFORD

Assistant Director

(Special Activities)

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